

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 19 March 2024 at 7.30pm

Present: Councillors: L Brown (Chair), T Brown, J Cocks, M Keech, J Powell, A Sheppard

In attendance: Claire Waring (clerk), Sophie Beckett (observer)

23/496	To receive and approve apologies for absence (reasons to be advised). None.						
23/497	Public participation session. None present.						
23/498	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None.						
23/499	To receive and approve for signature minutes of the meeting held on Tuesday 20 February 2024. Acceptance was proposed by Cllr Keech and seconded by Cllr T Brown. Approved and signed by the Chairman.						
23/500	To receive and approve for signature minutes of the extraordinary meeting held on Wednesday 13 March 2024. Acceptance was proposed by Cllr Powell and seconded by Cllr Shepard. Approved and signed by the Chairman.						
23/501	To note any matters arising from the minutes not included on this agenda, for report only. None.						
23/502	To report on the Internal Control Councillor Checklist. Noted.						
23/503	To receive and approve the balance of account/bank reconciliation for current and MM accounts. Proposed by Cllr Keech, seconded by Cllr Sheppard. Approved and signed by the Chairman.						
23/504	To examine and approve the Bank Statements. Proposed by Cllr Sheppard, seconded by Cllr Cocks. Approved and signed by the Chairman.						
23/505	To undertake a check of expenditure against the budget. It was noted that expenditure in 2023-2024 would be within the precept for the year.						
23/506	To approve changes to the asset register. None.						
23/507	To approve and authorise payments of the following invoices.						
	Invoice reference	Payment method.	Payee	Item	Total	Amount net of VAT	Power to Make Payment
	84.23/24	CHG	HSBC	Current account	£8.00	£8.00	LGA 1972 S111
	85.23/24	VISA	Microsoft	Email account	£12.36	£12.36	LGA 1972 S111
	86.23/24	VISA*	HMRC	Underpaid tax from January 2022	£190.14	£190.14	LGA 1972 S111
	87.23/24	BACS	Clerk	Salary (Jan), back pay (Dec) and overtime (Feb-Nov) adjusted	£1103.29	£1103.29	LGA 1972 S112

	88.23/24	BACS	HMRC	Tax (Jan, back pay Dec and overtime (Feb-Nov))	£381.20	£381.20	LGA 1972 S112
	89.23/24	BACS	Clerk	Salary (Feb)	£212.40	£212.40	LGA 1972 S112
	90.23/24	BACS	HMRC	Tax (Feb)	£53.20	£53.20	LGA 1972 S112
	91.23/24	BACS	Clerk	Salary (Mar) and back pay (Apr-Nov)	£344.40	£344.40	LGA 1972 S112
	92.23/24	BACS	HMRC	Tax (Mar) and back pay (Apr-Nov)	£86.00	£86.00	LGA 1972 S112
	93.23/24	BACS	Helen Hoier Ledger & Admin Services	Payroll services (06/12/2023 - 05/03/2024)	£60.00	£60.00	LGA 1972 S112
	<p><i>* Entry 86.23/24.</i> HMRC had offset current tax payments against unpaid tax dating back to January 2022 leading to arrears of £190.14. This had been paid by VISA to avoid any further interest payments. Approval was proposed by Cllr T Brown, seconded by Cllr Powell and agreed.</p> <p><i>Entries 87.23/24 to 92.23/24.</i> The clerk had unintentionally made salary over payments in February 2023 (£49.00) and March 2023 (£49.00) and overtime approved under minute 23/380 (£324.00). Her proposal to repay 422.00 to the Council was approved. Amendment of entry 87.23/24 to £229.00 was proposed by Cllr Powell, seconded by Cllr L Brown and approved.</p> <p>Acceptance of the amended records was proposed by Cllr T Brown, seconded by Cllr Sheppard and approved.</p>						
23/508	To report on letters received from HM Revenue and Customs See 23/507.						
23/509	To consider bringing the payroll in house. Helen Hoier had suggested that payroll could be undertaken in house using suitable software. The clerk reported that the internal audit report for 2023-2024 had recommended continuing to outsource the payroll as it gave a segregation of the duties and an additional level of internal control. It was agreed to continue to outsource the payroll.						
23/510	To report on the procedure to fill the council vacancy. The vacancy had been advertised on the noticeboard and the website. Nominations close on Thursday 21 March. It was proposed by Cllr Powell and seconded by Cllr L Brown that if no nominations were received Sophie Beckett should be co-opted. Agreed unanimously.						
23/511	To arrange the clerk's review. This will be arranged with Cllrs Keech and T Brown. Feedback will be given to all councillors.						
23/512	To consider the formation of a WhatsApp group for councillors. It was agreed that this could be a useful means of informal communication. Agendas, minutes and supporting papers would continue to be sent by email. Agreed. Cllr L Brown to set up the group.						
23/513	To review the lease of the substation on Church Lane. Wilson Browne Ltd had provided a quote of £1250 + VAT for the work. This would be covered by National Grid. It was agreed to proceed with the sale of the freehold.						
23/514	To review the electricity supplier for the village lighting. It was agreed not to pursue other potential suppliers until a quote had been received from Clear Utility Systems.						

23/515	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North. Northamptonshire Council and available on its website between the circulation of this agenda and the meeting to which it pertains.</p> <p><i>(a) Kettering Energy Park</i></p> <p>Although promised, no paperwork had been received from Connect PA. It was agreed that the date for a meeting could not be fixed until the Council had received the briefing and presentation papers. For the council to consider this at its meeting on 16 April, a substantial information pack that can be put to the electors must be received by 5 April, earlier than the normal 14 days because of the Easter holidays. An Environmental Impact Assessment would be requested..</p>
23/516	<p>To note planning decisions made by NNC.</p> <p>None.</p>
23/517	<p>To report on the situation with the chicanes on Irthlingborough Road.</p> <p>It would be ascertained whether the solar columns were part of the planning approval for the development. Cllr Powell pointed out inconsistencies on the plans supplied. Clarification would be sought. It was considered that the solar lighting on the chicanes was not the responsibility of the Council.</p> <p>A reply had still not been received from Graeme Kane of NNC Place and Economy regarding when the situation would be resolved.</p>
23/518	<p>To note any changes to the electoral roll.</p> <p>1 deletion, 7 creations. Total number of electors = 271.</p>
23/519	<p>To receive a report from LA Bloomers.</p> <p>This was noted. Arrangements for the fund-raising Spring Fair on Sunday 21 April were in hand. Road closures on the Green had been approved.</p>
23/520	<p>To consider planting a community orchards to celebrate the King's coronation.</p> <p>It was agreed that there was no location available in the village.</p>
23/521	<p>To receive an update from Cllr Cocks on works to the war memorial.</p> <p>Cllr Cocks reported that the additional phase 2 work was being scheduled for May.</p>
23/522	<p>To receive a report from Cllr Powell on the website and email accounts. Social media to be reviewed when the website is completed.</p> <p>Problems with the transfer of the domain name from Wordpress were ongoing. Cllr Powell reported that the necessary licences would each cost £3.50/month. The additional expenditure was proposed by Cllr Cocks, seconded by Cllr T Brown and approved.</p>
23/523	<p>To receive a report on provision of broadband in the village.</p> <p>A response from Openreach had been received. Cllr Powell will respond.</p>
23/524	<p>To consider provision of training on the use of the defibrillator.</p> <p>This will be arranged for May 2024.</p>
23/525	<p>To receive an update on the electricity community supply on the Green.</p> <p>Cllr L Brown reported that she was still awaiting a response.</p>
23/526	<p>To review the car parking situation around the village, noting areas such as the village green and Amen Place and look at options to make safer and to resolve what actions, if any, are to be taken.</p> <p>The application for a business account with West End DIY had been submitted and was awaiting approval. It was agreed that stones would be placed on the Green and in other Council-owned areas where there is a problem.</p>
23/527	<p>To consider the provision of a plaque to mark the trees planted as part of the Queen's canopy.</p> <p>Cllr L Brown will chase these.</p>
23/528	<p>To receive a report on removal of signage on Burrows Farm Lane.</p> <p>NNC Highways and Waste had reported problems with the removal of the signage. They will pursue.</p>

23/529	To receive a report from the Village Neighbourhood Plan group. Cllr Cocks has submitted an application for designated neighbourhood status. Cllrs L Brown and Sheppard will draw up terms of reference.
23/530	To receive a report from the LA/GA villages liaison group. Cllr Cocks reported that the ComMunity Bus visit to Rushden Lakes on 21 March had been cancelled because of lack of response. A visit to a garden centre is being considered. The D-Day celebrations would be free admission. There will be a fish and chip van and music. The beacon will be lit at 9.15 pm. An outing to the races and a spring/summer dinner were being considered.
23/531	To consider designating The Bell as an Asset of Community Value. This is in progress and will be submitted when it is complete..
23/532	To receive a report from Cllr Cocks regarding the Rural Communities Needs Fund. Cllr Cocks reported that there was insufficient time to make an application before the deadline for the next round of funding. Details would be gathered to apply for the next round. These included the Council constitution. Cllr L Brown will enquire about this. Cllr Keech reported that a grant application had been made to New Gap Funding.
23/533	To receive any updates from the Clerk. The Clerk reported that the Internal Audit had been arranged for 23 April. NCALC is running a Lunchtime Lowdown on year-end procedures on 23 April at a cost of £10. This expenditure was proposed by Cllr Cocks, seconded by Cllr T Brown and agreed.
23/534	To consider arrangements for the 2024-25 Annual Parish Meeting to involve more of the villagers. Details for the meeting were agreed. Refreshments would be paid for personally by the councillors.
23/535	To report on the preparation of an information leaflet for new residents of the village. This is in hand
23/536	To receive an update from Cllr Maxwell on the business at NNC. None received. Cllr Maxwell would be invited to the Annual Parish Meeting.
23/537	To decide on items to be included in the next issue of Saints Alive (April). Annual Parish Meeting The removal of the dead tree on the High Street. LA Bloomers Spring Fair (from Georgia) LA Bloomers need of man/woman power help with some of the tasks. Thanks to LA Bloomers for how nice the village looks. Parking round the village. Street Doctor for potholes. Improvement in removal of dog waste.
23/538	To identify any future additional agenda items for the meeting on 16 April. Council mobile for the clerk. Clerk hours/overtime. Any further items to be notified to the Clerk by Wednesday 27 March.
23/539	To close the meeting. The meeting closed at 21.22.

Signed:

Dated: